

QUALIFICATION	HOW IS THE COURSE ASSESSED?
BTEC Extended Diploma in Business	25% external assessment, 75% internal assessment

### WHY SHOULD I CHOOSE THIS SUBJECT

The Extended Diploma is a two year, full-time course that meets entry requirements in its own right for learners who want to progress to higher education courses in business areas before entering employment. It can also support learners who want to progress directly to employment in job roles in business or business management and Higher Apprenticeships in the business sector.

### WHAT WILL I STUDY?

#### Year 1

- Unit 1: Exploring a Business (mandatory)
- Unit 2: Developing a Marketing Campaign—externally assessed control assessment (mandatory)
- Unit 3: Personal and Business Finance—exam (mandatory)
- Unit 4: Managing an Event (mandatory)
- Unit 8: Recruitment and Selection Process
- Unit 22: Market Research
- Unit 27: Work Experience in Business—students undertake two weeks' work experience

#### Year 2

- Unit 5: International Business (mandatory)
- Unit 6: Principles of Management—externally assessed control assessment (mandatory)
- Unit 7: Business Decision Making—externally assessed synoptic assessment (mandatory)
- Unit 13: Cost and Management Accounting
- Unit 18: Creative Promotion
- Unit 21: Training and Development

### WHAT COULD THIS QUALIFICATION LEAD TO?

The qualification carries UCAS points and is recognised by higher education providers as contributing to meeting admission requirements to many relevant courses, for example:

- BSc (Hons) in Business and Management
- BA (Hons) and BSc(Hons) in Business Studies
- BSc (Hons) in International Management.

## FURTHER INFORMATION

### Grading

Grading for units and qualifications Achievement in the qualification requires a demonstration of depth of study in each unit, assured acquisition of a range of practical skills required for employment or progression to HE, and successful development of transferable skills. Learners achieving a qualification will have achieved across mandatory units including external and synoptic assessment. Units are assessed using a grading scale of Distinction, Merit, Pass and Unclassified. Qualifications in the suite are graded using a scale of P to D\*, or PP to D\*D\*, or PPP to D\*D\*D\*

### Assessment

Assessment is specifically designed to fit the purpose and objective of the qualification. It includes a range of assessment types and styles suited to vocational qualifications in the sector.

There are three main forms of assessment that you need to be aware of: external, internal and synoptic. Each assessment is taken under specified conditions, then marked by Pearson and a grade awarded.

Learners must achieve all external units at pass grade or above. Learners are permitted to re sit any external assessment only once during their programme.

The styles of external assessment used for qualifications in the Business suite are:

- examinations – all learners take the same assessment at the same time, normally with a written outcome
- set tasks – learners take the assessment during a defined window and demonstrate understanding through completion of a vocational task.

Some external assessments include a period of preparation using set information. External assessments are available twice a year.